

**GUIDELINES FOR APPOINTMENT OF
CERTIFIED ELECTION MONITORS
BY THE
STATE BOARD OF ELECTION COMMISSIONERS**
(Effective September 19, 2003; Revised April 30, 2008)



STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 401N
Little Rock, AR 72201
(501) 682-1834 or (800) 411-6996
www.arkansas.gov/sbec

GUIDELINES FOR APPOINTMENT OF CERTIFIED ELECTION MONITORS

Pursuant to Arkansas Code Annotated § 7-4-101, the State Board of Election Commissioners (State Board) has the authority to appoint certified election monitors to any county upon a signed, written request under oath filed with the State Board and a determination by the State Board that appointing a monitor is necessary. Certified election monitors shall serve as observers for the purpose of reporting to the State Board on the conduct of the election, and the State Board may allow for reasonable compensation. The following guidelines have been developed to set forth the procedures for appointment of certified election monitors.

Who May File a Request

Any person alleging a violation of any election law under the investigative jurisdiction of the State Board may request appointment of a certified election monitor.

Form of Request

The request for appointment of a certified election monitor must be in writing, notarized, signed, and sworn by the Requestor (see Attachment “A” for a sample format of a request for appointment of a certified election monitor).

The request must clearly state the alleged election irregularities or illegalities, when and where the alleged activity occurred, and provide any supporting facts surrounding the allegations.

Filing a Request

A request for appointment of a certified election monitor should be filed with the State Board as far in advance of the election as possible. All requests received within seven (7) calendar days of the beginning date for early voting or election day, will be processed only if exceptional circumstances prevented an earlier filing of the request with the State Board.

Processing a Request

Upon receipt by the State Board of a request for appointment of a certified election monitor, the Director shall determine if the request meets all requirements as set forth above.

If the request does not meet all requirements as set forth above, the Requestor will be advised of such in writing.

If the Director determines that the request meets all requirements as set forth above, the request for appointment of a certified election monitor will be fulfilled based upon the availability of resources and upon notification to the State Board of staff's plan.

Every request for appointment of a certified election monitor will be evaluated on a case-by-case basis.

Qualifications of Election Monitors

Election monitors certified and appointed by the State Board shall be qualified electors of this state, able to read and write the English language, and shall not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state. No election monitor shall be a paid employee of any political party, a paid employee of any person running for any office, married to or related within the second degree of consanguinity to any candidate running for office in the current election, or a candidate for any office to be filled at any election while serving as a monitor.

Certification of Election Monitors

No person may serve as an election monitor without prior training, approval, and certification by the State Board. The executed "Authorization to Serve as a Certified Election Monitor for the State Board of Election Commissioners" form (Attachment "B") must be presented to the chief election official at the polling or counting location and shall serve as confirmation of certification by the State Board.

Duties of Election Monitors

Certified election monitors shall:

- Maintain strict impartiality in the conduct of duties and at no time express any bias or preference in relation to parties, candidates, or any issues in the election process,
- Undertake duties in an unobtrusive manner and not interfere with the election process, polling day procedures, or the vote count,
- Carry the prescribed identification issued by the State Board and provide identification to any interested authority upon request,
- Avoid display or wearing of any partisan symbols, colors, or banners,
- Base all observations on well documented, factual, and verifiable evidence,
- Refrain from making any comments about observations to the media or any other interested persons and limit all remarks to general information about the nature of the activity as an observer, and
- Prepare a post-election report for submission to the State Board.

Compensation

Each certified election monitor shall receive for their services the sum of not more than one hundred dollars (\$100.00) per day, plus mileage reimbursement at the rate prescribed for state employees in state travel regulations.

Contact information: State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, AR 72201
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www.arkansas.gov/sbec

**REQUEST
FOR APPOINTMENT OF A
CERTIFIED ELECTION MONITOR**

STATE OF ARKANSAS

COUNTY OF _____

I, _____, being of sound body and mind, do hereby solemnly swear under oath this ____ day of _____, _____, that the following statements, comments, and information contained herein are true and correct to the best of my knowledge (attach additional sheets if needed and enclose any supporting documentation or relevant evidence):

Signature of Requestor: _____

Home Address: _____ Day Phone: _____
(Street, City, State, Zip)

Subscribed and sworn to before me, a Notary Public, on this ____ day of _____, _____.

Notary Public

My Commission Expires: _____

Remit to: State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, Arkansas 72201
(501) 682-1834 (800) 411-6996

**AUTHORIZATION TO SERVE AS A
CERTIFIED ELECTION MONITOR FOR
THE STATE BOARD OF ELECTION COMMISSIONERS**

This is to certify that _____ is a certified election
monitor representing the State Board of Election Commissioners pursuant to Arkansas Code
Annotated § 7-4-101 in the _____ Election held
_____, 2____ for the purpose of serving as an observer and reporting to the State Board
on the conduct of the election at the _____
polling/counting location in _____
County, Arkansas.

Signature of the Director
State Board of Election Commissioners

Date

I have been provided, read, and agree to comply with the State Board of Election
Commissioners' Guidelines for the Appointment of Certified Election Monitors.

Signature of Certified Election Monitor

Date

Authorized by: State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, Arkansas 72201
(501) 682-1834 (800) 411-6996